



This schedule applies to: Conservation Districts

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of conservation districts relating to the function of coordinating, promoting, managing, and administering natural resource conservation programs in accordance with chapter 89.08 RCW. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/ transfer of public records common to all local government agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on December 6, 2023.

Signature on File

For the State Auditor: Al Rose

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

The State Archivist: Heather Hirotaka



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "CD" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	December 6, 2023	Added new series for outdoor burn permits and landowner consultation records where there is no formal contract or agreement and other minor changes.

For assistance and advice in applying this records retention schedule,

please contact your agency's Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov



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1. CONSERVATION MANAGEMENT

The function of conservation management through agreements, consultation, and permitting with landowners.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CD2023-039 Rev. 0	<p><i>Agricultural and Outdoor Burn Permits</i> Records relating to the issuing of, and monitoring for compliance with, agricultural burning permits and other outdoor burning permits (such as land clearing, habitat, fire training, etc.), where the conservation district has been delegated permitting authority.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, permits, fees; • Inspection and compliance documents; • Related correspondence/communications. 	<p>Retain for 6 years after expiration/revocation/denial of permit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CD2023-040 Rev. 0	<p><i>Landowner Project Monitoring Files</i></p> <p>Records relating to agreements with individual landowners in which the conservation district is a signing party or a liaison acting on behalf of the state or federal granting agency, such as:</p> <ul style="list-style-type: none"> • Cooperative Plans; • Farm Management Plans; • Resource Management System Plans; • Inventory and Evaluation Plans; • Water Quality Cost Sharing and Implementation Agreements; • U.S. Fish and Wildlife Service Best Management Practice Cost Share Incentive Program Agreements. <p>Includes, but is not limited to, lists of practice lifespans.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Landowner Project Outcome Summary Report (DAN CD50-01-56)</i>; • Financial records covered by <i>Financial Transactions – Bond, Grant, and Levy Projects (DAN GS2011-183)</i>. 	<p>Retain for 6 years after lifespan of project/practice <i>and</i> 6 years after completion/termination of agreement terms <i>and</i> completion of retention required by granting agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CD50-01-56 Rev. 1	<p><i>Landowner Project Outcome/Summary Report</i></p> <p>Records documenting project/outcome summaries of all agreements with individual landowners in which the conservation district is either a signing party or a liaison acting on behalf of a state or federal granting agency, such as:</p> <ul style="list-style-type: none"> • Cooperative Plans; • Farm Management Plans; • Resource Management System Plans; • Inventory and Evaluation Plans; • Water Quality Cost Sharing and Implementation Agreements; • U.S. Fish and Wildlife Service Best Management Practice Cost Share Incentive Program Agreements. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application; • Contract, Agreement, MOU; • Final Report, Summary, Outcome. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Landowner Project Monitoring Files (DAN CD2023-040)</i>; • Financial records covered by <i>Financial Transactions – Bond, Grant, Levy (DAN GS2011-183)</i>. 	<p>Retain for 6 years after lifespan of project/practice <i>and</i> 6 years after completion/termination of agreement terms <i>and</i> completion of retention required by granting agency <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
CD2023-041 Rev. 0	<p><i>Preliminary Landowner Consultation</i></p> <p>Records relating to the provision of conservation consultation services and advice to landowners within the agency’s jurisdiction which do not result in a formal agreement, contract, or memorandum of understanding (MOU).</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Site Assessments not associated with a landowner agreement; • Complaints and requests from landowners; • Related correspondence. <p>Excludes:</p> <ul style="list-style-type: none"> • General environmental monitoring of agency jurisdiction; • Reporting to the State Conservation Commission. <p><i>Note: Retention based on industry standard for the length of time a site assessment can still be assumed to be accurate.</i></p>	<p>Retain for 6 years after completion of consultation, assessment, or other agency response</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhanced storage. (RCW 40.10.010)

Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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CD2023-0394 CD2023-0405 CD2023-0417 CD50-01-566



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